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**The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012**

**Agenda No. 2
02/04/20**

**Re: Ordinance Amending Los Angeles County
Code Title 3 – Advisory Commissions and Committees,
to Create a New Youth Commission**

Dear Supervisors:

At the February 4, 2020 Board of Supervisors meeting, your Board directed that our office prepare an ordinance and bylaws to create a Los Angeles County Youth Commission. Enclosed are the ordinance and bylaws for your consideration.

Very truly yours,

**MARY C. WICKHAM
County Counsel**

By

Kelly G. Emling
**KELLY G. EMLING
Social Justice Counsel
Executive Office**

APPROVED AND RELEASED:

Lawrence L. Hafetz
**LAWRENCE L. HAFETZ
Chief Deputy**

KGE:vec

Enclosures

**c: Sachi A. Hamai, Chief Executive Officer
Celia Zavala, Executive Officer, Board of Supervisors**

HQA.102890041.1

ANALYSIS

This ordinance amends Title 3 - Advisory Commissions and Committees, of the Los Angeles County Code, relating to creating a new Youth Commission.

MARY C. WICKHAM
County Counsel

Kelly G. Emling
By
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Social Justice Counsel
Executive Office

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Requested: 3/12/20

Revised: 7/22/20

ORDINANCE NO. _____

An ordinance amending Title 3 – Advisory Commissions and Committees of the Los Angeles County Code, relating to creating a new Youth Commission.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Chapter 3.66 is hereby repealed and replaced to read as follows:

Chapter 3.66

3.66.010 Created.

3.66.020 Purpose.

3.66.030 Composition.

3.66.040 Membership – Desirable Qualifications.

3.66.050 Length of Service – Vacancy.

3.66.060 Compensation.

3.66.070 Self-government – Quorum.

3.66.080 Meetings.

3.66.090 Staff.

3.66.100 Budget.

3.66.110 Chairs.

3.66.120 Duties.

3.66.130 Authority to Carry Out its Duties and Responsibilities.

3.66.140 Sunset Review Date.

3.66.10 Created.

There is created the Los Angeles County Youth Commission, hereinafter in this chapter referred to as the "Commission."

3.66.020 Purpose.

The purpose of the Commission is to:

- A. Provide a platform for policy, practice, and service delivery to be informed and shaped by the lived experiences of people impacted by the child welfare and juvenile justice systems;
- B. Provide leadership to effect transformative change for youth in Los Angeles County; and
- C. Focus on the policies, practices, budgets, and programs of the Los Angeles County child welfare and juvenile justice systems, which include the Department of Children and Family Services, the Probation Department, and all other youth and family-serving County departments.

3.66.030 Composition.

- A. The Commission shall have fifteen members and may exercise an option to increase its membership to nineteen members after one year, if approved by the Board of Supervisors (hereinafter referred to as the Board). Five members shall be selected by the Board, one by each Supervisor; the remaining members shall be recommended to the Board after being chosen by the Commission through an application and interview process and shall be subject to Board approval. Each member shall be at least eighteen years of age and referred to as "Commissioner"; and

B. Regardless of how they were selected, all commissioners shall be appointed by and serve at the pleasure of the Board.

3.66.040 Membership – Desirable Qualifications.

In appointing and selecting members for the Commission, desirable qualifications include individuals who:

A. Have lived experience with the child welfare system or the juvenile justice system; and

B. Reflect the diverse socioeconomic backgrounds and life experiences of persons involved with those systems.

3.66.050 Length of Service – Vacancy.

A. To create staggered tenures of commissioners, after the first commission meeting, commissioners shall divide themselves, or if necessary be divided by the Executive Director of the Commission, into two groups (Groups A and B, in equal numbers, or with one more commissioner in Group B if there is an odd number of total commissioners). Group A will serve an initial term of one year and will be eligible to serve one additional two-year term. Group B will serve an initial term of two years and will be eligible to serve one additional two-year term. Thereafter, each new commissioner appointed to the Commission shall serve a two-year term;

B. Commissioners may serve a maximum of two consecutive full two-year terms, except for commissioners appointed to complete terms pursuant to section C below who may complete the partial term created by a vacancy, plus two additional two-year terms. The Board may, by order, extend this length of service or waive this limit for individual commissioners or the Commission as a whole; and

C. A commissioner's position on the Commission shall become vacant upon the commissioner's death, resignation, or removal by the Board. In the case of such a vacancy, a successor shall be selected to serve until the position next becomes vacant pursuant to subsection A of this section. If the commissioner being replaced was selected by a Supervisor, the Supervisor will select a replacement. Commissioners selected through the commission application and interview process will be replaced using that process.

3.66.060 Compensation.

A. For each regular meeting of the Commission attended, each commissioner shall be paid a stipend of \$150;

B. The Executive Director of the Commission will implement procedures for eligibility and use of additional stipends for participation by commissioners in special meetings and pre-approved official commission-related activities, depending on available funding. Additional opportunities include attending training, conferences, Commission committee meetings, and representing the Commission at events in an official capacity, taking into account the type of activity, the effort required by the commissioner to participate, and affording all commissioners an equitable opportunity to participate; and

C. Commissioners may be approved by the chair or co-chair to attend official commission-related activities for which there is no stipend available.

D. The maximum compensation per commissioner per fiscal year is \$5,000.

3.66.070 Self-government – Quorum.

A. A majority of commissioners shall constitute a quorum;

B. The Commission shall adopt bylaws, by a vote of not less than a quorum present, addressing the frequency, time and place of meetings, participation requirements, election and term of chairs, co-chairs and vice chairs, and such other matters deemed necessary for the commission's operation provided that they are not inconsistent with this ordinance or any other law; and

C. The Commission may amend its bylaws and policies. Amendments must be approved at a meeting by a vote of not less than a quorum present. Notice of proposed amendments and revisions must be provided to all commissioners at least thirty days before such meeting.

3.66.080 Meetings.

A. The Commission shall meet monthly for its regular meeting on a date and at a time as stated in the commission's bylaws. The Commission shall meet at least ten times per year, holding at least one regular meeting per month in ten months of the year, with a maximum of twelve regular meetings;

B. Commission meetings shall be chaired by the commission chair, vice-chair, or co-chairs with the support of the Executive Director of the Commission and staff;

C. Commission meetings shall comply with the Ralph M. Brown Act and follow Robert's Rules of Order; and

D. Department Heads or Department Head designees of youth-serving County departments shall attend and participate in commission meetings upon request.

3.66.090 Staff.

A. The Commission shall have a full-time Executive Director who will provide support and guidance to the Commission and be responsible for its administrative management. The Executive Director should have experience promoting and facilitating healthy development and leadership within the Commission's target population;

B. The Executive Director shall be appointed by the Executive Office of the Board of Supervisors. If the position is vacated, the Executive Office of the Board of Supervisors shall appoint a new Executive Director;

C. The Executive Director of the Commission shall be responsible, as the administrative head of the commission staff, for implementing and executing the policy and program of the Commission; and

D. The Commission Services Division of the Executive Office of the Board of Supervisors shall provide administrative support to the Commission.

3.66.100 Budget.

For administrative purposes, salaries, supplies, and all other costs and expenses shall be allocated in the budgets of the Department of Children and Family Services and the Probation Department.

3.66.110 Chairs.

A. The commissioners shall elect a chair and vice-chair or two co-chairs;

B. The term of each chair, vice-chair, or co-chair shall be for one calendar year after their election, except that they may be removed from such position before completing their term by vote as specified in the bylaws; and

C. Elections of successor chairs shall take place in a timely manner to provide for uninterrupted commission leadership.

3.66.120 Duties.

The Commission shall carry out the following duties, seeking and obtaining information and operating only as permitted by law:

A. Make recommendations to the Board and County departments regarding policies, agency budgets, programs and practices that impact children, youth, families, and their communities;

B. Propose to the Board and County departments, new policies, programs, and services that will positively impact children, youth, families, and their communities;

C. Annually, identify at least three focus areas for concentrated review, analysis, and, where appropriate, commission involvement;

D. Propose new legislation and advocate and provide recommendations to the Board, consistent with Board policy, regarding existing and proposed legislation impacting children, youth, families, and their communities;

E. Provide to the Board quarterly status reviews in year one, and an annual report thereafter, apprising it of the Commission's activities and achievements during the year and commenting on the state of County services impacting youth;

F. Engage with key stakeholders and obtain community input;

G. Establish a standing Youth Engagement Committee responsible for ensuring that the voices and experiences of youth under the age of eighteen inform the work of the Commission;

H. Establish a standing Operations Committee that shall manage the process of nominating new commission members;

I. Should the Commission receive confidential information, abide by all confidentiality laws and maintain the confidentiality of such information by not disclosing any portion to any person unless further disclosure is specifically authorized by court order or state or federal law; and

J. Work collaboratively with other youth-serving entities to avoid redundancy.

3.66.130 Authority to Carry Out Duties and Responsibilities.

In compliance with applicable law, County policies and confidentiality and privacy regulations, the Commission shall have the authority to:

A. Monitor the quality and outcomes of County services provided to children, youth, families, and their communities as well as conditions of facilities, in collaboration with County departments and other bodies with similar responsibilities. This includes participating in authorized site visits and requesting court-authorized interviews through counsel with youths who are recipients of County services;

B. Solicit input from public, private, and community-based stakeholders regarding County administered or contracted services; convey information received to the Board and to relevant County departments; and, where appropriate, make recommendations. Contact with confined or foster care youth shall be made in compliance with applicable laws;

C. Collaborate with County departments, other County bodies, and community-based organizations to strengthen existing youth-focused initiatives and create new ones, as necessary. Each youth-serving County department shall identify a

liaison to ensure that the Commission can inform departmental initiatives from development through implementation;

D. Request information from youth-serving County departments, which shall cooperate with the Commission and provide the Commission with information to the extent permitted by law; and

E. Establish committees, subcommittees or work groups, led by a commissioner or commission staff person, to focus on key issues. These committees, subcommittees, and work groups, with the exception of the Operations Committee, may include people who are not commissioners, such as advocates, community members, experts, and representatives of County departments as designated by their department head. Committees, subcommittees, and work groups shall comply with applicable requirements of the Ralph M. Brown Act.

3.66.140 Sunset Review Date.

The sunset review date for the Commission shall be five years from the effective date of this ordinance.

[CH366VCCC]

Youth Commission Bylaws

CHAPTER 1. GENERAL PROVISIONS

Section 1. Applicability

1. These bylaws contain rules and procedures for the Los Angeles County Youth Commission created pursuant to Los Angeles County Code Section 3.66.

Section 2. Amending (changing) the Bylaws. Bylaws can be changed through the following process:

1. Each member of the Commission receives notice of the proposed changes at least 30 days before a meeting vote on the changes.
2. Changing the Bylaws requires a majority vote of a present quorum.
3. Changes to the Bylaws do not affect matters that are already being considered by the Commission.

Section 3. Robert's Rules of Orders.

1. The Commission will run its meetings according to the rules in the most recent version of *Robert's Rules of Order*, unless the rules conflict with these Bylaws or other federal, state and local laws, including the Ralph M. Brown Act (described in Section 4 below).
2. *Robert's Rules* are used by many organizations and help to have orderly, effective meetings.

Section 4. The Ralph M. Brown Act (Brown Act).

1. The Commission is a public body and must comply with all of the legal requirements in the Brown Act for its public meetings.
2. The Brown Act requirements include that the public be notified of the time, place, and subjects of meetings, so that they can prepare, attend, and participate in the meetings.

CHAPTER 2. MEETINGS

Section 1. Regular Meeting Time and Location.

1. The Youth Commission will hold regular meetings each month on a day and time that the Commissioners will set at their first meeting, at a location to be announced before each meeting.
2. The regular meetings will take place on that day and at that time, unless the meeting is rescheduled by the Chair/Co-Chairs, or the Commission votes to change to another regular meeting schedule.

3. The regular meeting time and place, and any changes, will be posted on the Commission website, as required by the Brown Act and other relevant laws and regulations.
4. If the date of a regular Commission meeting falls on a Los Angeles County holiday, the meeting will be cancelled.

Section 2. Special Meetings.

1. The Chair/Co-Chairs may call special meetings in accordance with applicable law.
2. The agenda for the special meeting will state the time, place and business to take place at the meeting.
3. No other business will be considered at a special meeting.
4. Commission staff will notify all members of the Commission and the public of the special meeting, as required by the law and other regulations.

Section 3. Teleconferencing/Video Conferencing.

1. Teleconferencing and video conferencing are allowed, if conducted in way that complies with the Brown Act and other relevant laws and regulations.

Section 4. Quorum.

1. A quorum is a majority (50% plus 1) of all members of the commission.
2. When commissioners abstain or recuse themselves from voting, their presence still counts for purposes of contributing to a quorum.
3. The first item of business at any meeting is taking roll to determine if a quorum is present.

CHAPTER 3. DISCUSSION, ACTION, AND VOTING

Section 1. Commission Discussion.

1. When a Commissioner wants to speak, the Commissioner addresses the Chair/Co-Chair(s).
2. If two or more Commissioners address the Chair/Co-Chair(s) at the same time, the Chair/Co-Chair(s) will announce the order of speakers by name, letting them know who will speak first and who will speak second.
3. Commissioners will speak in the order announced by the Chair/Co-Chair(s).
4. Commissioners will make their comments to the Chair/Co-Chair(s), not to other commissioners.

Section 2. Action.

1. Action by the Commission can take place only when a quorum of appointed Commissioners is present, **and**

2. Only when a majority of those present votes to approve.

Section 3. Voting.

1. Each Commissioner has one vote.
2. Commissioners must be present in person or participate in the meeting by teleconference (in a way that complies with the law) to vote.
3. Commissioners cannot vote on behalf of absent Commissioners.
4. All votes will be recorded and reported in the minutes.

CHAPTER 4. OFFICERS AND STAFF

Section 1. Officers.

1. The Commission will be led by a Chair and Vice Chair or two Co-Chairs that will be elected by majority vote of the quorum present.

Section 2. Election and Terms of Officers.

1. Elected officers serve for one calendar year after their election.
2. The term begins following adjournment (the end) of the meeting in which the election took place.
3. If it is found necessary, officers may be removed from their positions prior to the end of their term by a vote of two-thirds of the quorum present.

Section 3. Vacancies.

1. If there is a vacancy in the office of the Chair, Vice Chair, or Co-Chair, the Commission will immediately elect another Commissioner to serve in that position for the rest of the one-year term.
2. The election to fill a vacancy requires a majority vote of the quorum present.

Section 4. Chair Pro Tempore.

1. If all officers are absent from a meeting, a temporary chair (Chair Pro Tempore) will be selected by a majority vote of the quorum present.
2. The Chair Pro Tempore will lead that meeting.

Section 5. Duties of Chair/Co-Chairs.

The Chair/Co-Chairs shall:

1. Lead all regular Commission meetings in accordance with these Bylaws.
2. Notify the Executive Director and officers of any expected or actual meeting absences.

3. Work with the Executive Director to schedule meetings and adhere to (follow) all notification requirements of the Brown Act.
4. Work with the Executive Director to set meeting agendas that are relevant to the Commission's areas of focus.
5. Work to create an orderly, respectful, and safe space for discussion, learning, and growth.
6. Encourage the active participation of all Commissioners.
7. Speak for the Commission, fairly represent its positions, and refrain from stating personal positions that are different from positions of the Commission as a whole.
8. Assign Commissioners to Commission committees and appoint committee chairs in a fair and equitable manner.
 - a) The term of committee appointments is one year.
9. Represent the Commission, or designate another Commissioner or the Executive Director, to represent the Commission in its external activities, such as work groups and other County commissions, in way that is consistent with the Commission's positions and guidelines.
10. Be familiar with and follow Commission Bylaws and procedures.
11. Work to promote collaboration with County Departments, other County commissions, boards, and committees on issues that are of interest to the Commission.
12. Work with the Executive Director to remain within the Commission's budget for activities supported by stipends.
13. Update the officers and Executive Director on relevant matters.
14. Meet with Commissioners, in collaboration with the Executive Director, if there are problems regarding the Commissioner's conduct, attendance, or compliance with these Bylaws.

Section 6. Staff.

1. The Commission will be staffed by the Commission Service Division of the Executive Office of the Board of Supervisors
2. The Commission Services Division will provide administrative support to the Commission.

CHAPTER 5. DUTIES OF COMMISSIONERS

Commissioners shall:

1. Attend and actively participate in all regular Commission meetings.
2. Miss no more than 25% of all Commission meetings each year.
3. Notify the officers and Executive Director in advance of any absence from meetings.
4. Bring matters/issues of interest to the Commission to the attention of officers and the Executive Director.
5. Get prior approval from the Chair/Co-Chair before speaking on behalf of or representing the Commission.

6. When authorized to speak for the Commission, fairly represent its positions, and refrain from stating personal positions that are different from positions of the Commission as a whole.
7. Get approval from the Chair/Co-Chair(s) before accepting an invitation to represent the Commission at any meetings or activities.
 - a) Prepare to represent the Commission by reviewing Commission positions on issues that might come up.
8. Get approval from the Executive Director before using Commission letterhead.
9. Complete all mandatory trainings as determined by the Executive Director.
10. Follow the Commission's Code of Conduct.
11. Be willing to learn and be passionate about improving the child welfare and juvenile justice systems.

CHAPTER 6. COMMITTEES

Section 1. Committees.

1. The Commission may establish committees to carry out its work with approval of the Chair/Co-Chairs.
2. Committees may include people who are not Commissioners, such as advocates, community members, experts, and representatives of County departments as designated by their department head.
3. Committees must be led by Commissioners or Commission staff members.
4. Standing committees may be created to address ongoing matters/issues.
5. Ad Hoc committees may be created to address short term (less than one year) matters/issues or projects.
6. Committees, subcommittees and work groups shall comply with applicable requirements of the Ralph M. Brown Act.
7. Committees may not act on behalf of the full Commission.
8. Committees must submit findings or recommendations in writing to the full Commission for consideration of action.

Section 2. Operations Committee and Selection of New Commissioners.

1. The Commission shall establish a standing Operations Committee, which will oversee the process of nomination of new Commissioners.
2. Five Commissioners will be selected by the Board of Supervisors, one by each Supervisor.
3. The remaining members of the Commission will be selected pursuant to an application and interview process that is led by the Operations Committee.
4. All selected Commissioners, regardless of who selected them, must be appointed by the Board.
5. The Operations Committee will assist with:
 - o Processing membership applications;

- Interviewing candidates;
 - Candidate selection; and,
 - Forwarding candidate recommendations to the full Commission for its approval of nominations.
6. The Operations Committee will consult with the Executive Director and the Commissions Services Division of the Executive Office of the Board of Supervisors regarding new Commissioner nominations to ensure that Commissioner requirements outlined in the ordinance are met.
 7. The Executive Director will submit the selected Commissioners to the Board for appointment.
 8. This process will take place before a member's term is expired and whenever there is a vacancy.

Section 3. Youth Engagement Committee.

1. The Commission will establish a standing Youth Engagement Committee.
2. The Youth Engagement Committee will be responsible for ensuring that the voices and experiences of youth under the age of 18 inform the work of the Commission.

CHAPTER 7. COMPENSATION

Section 1. Regular Commission Meetings.

1. Commissioners will receive a stipend for each regular Commission meeting that they attend.

Section 2. Commission-Related Activities.

1. Commissioners may receive a stipend for participation in **pre-approved** official Commission-related activities as specified in the ordinance, pursuant to procedures implemented by the Executive Director.
2. Participation in official Commission-related activities must be **pre-approved** by the Chair/Co-Chairs and Executive Director in order to receive a stipend.
3. The budget for stipends is limited and may affect stipend approval for Commission-related activities.
4. Commissioners must submit verification documents, such as a meeting agenda or other materials, to receive a stipend for participation in pre-approved Commission-related activities.
5. The Commission may verify attendance with the person leading the activity.
6. Commissioners must attend the entire activity to receive the stipend.

CHAPTER 8. LINKAGE TO SUPPORTS AND SERVICES

The Commission does not provide direct services.

1. The Executive Director may attempt to help the Commissioner connect with services and supports if they are in a time of crisis.